



## *Position Description*

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<b>Department:</b>	Library
<b>Title:</b>	Teen Volunteer
<b>Goal:</b>	Assists Library Staff with a variety of clerical tasks and program preparation.
<b>Duties:</b>	Shelves books, paperbacks, DVDs, books on CD. Straightens shelving area. Prepares craft materials, flannel boards and posters for programs. Other related tasks as assigned.
<b>Qualifications:</b>	Age 16-18. Dependable.
<b><i>Time Required:</i></b>	Varies from branch to branch, 2 hours a week
<b>Supervisor:</b>	Library Director, Library Supervisor or Library Staff member
<b>Physical Demands:</b>	Work requires climbing, stooping, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.